

Application to Employ

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click on **Motions / Applications** hypertext link.

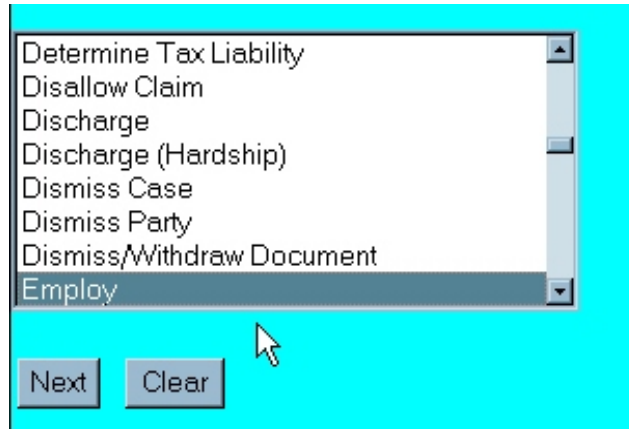


STEP 2 The **Case Number** screen displays.

A screenshot of a web interface titled 'File a Motion'. Below the title is a section labeled 'Case Number' with a text input field containing the value '03-20827'. Below the input field are two buttons: 'Next' and 'Clear'. A white mouse cursor is pointing at the 'Next' button.

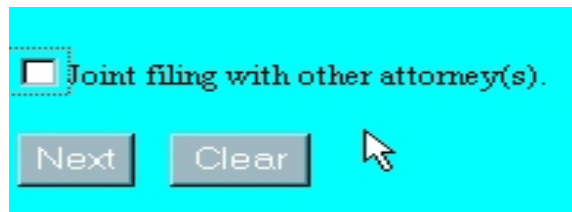
- ◆ Enter the **Case Number**.
- ◆ Click on the **Next** button.

STEP 3 The select the type of **motion/application** being filed screen displays.



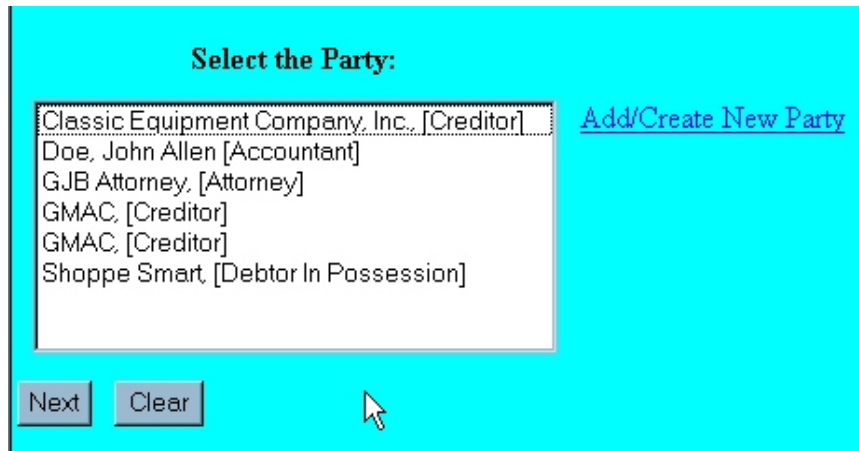
- ◆ Use the scroll bar to locate **Employ**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint Filing** screen displays.



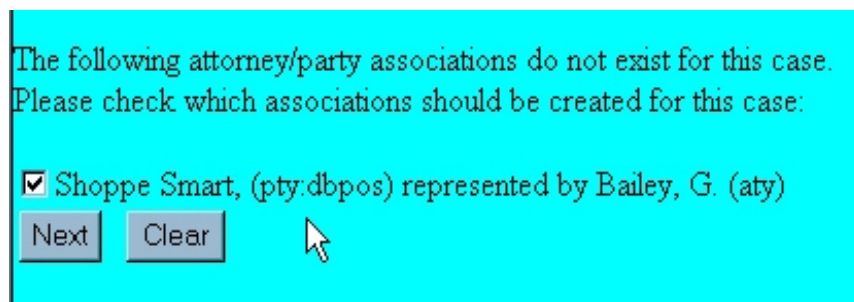
- ◆ If this is a **joint** motion, click on the **radio button**;
- ◆ If this is **not a joint** motion, leave the radio button blank and
- ◆ Click on the **Next** button.

STEP 5 **Select the Party (filer)** screen displays.



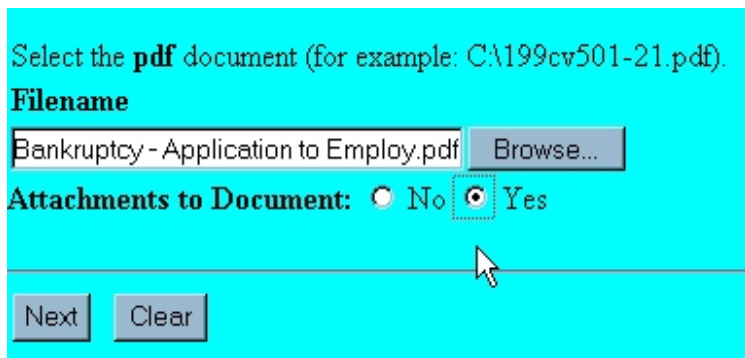
- ◆ Click on the filing party's name.
- ◆ Click on the **Next** button.

STEP 6 Check the box to associate you as the attorney for the party selected/added. This screen will not display if the association has previously been made.



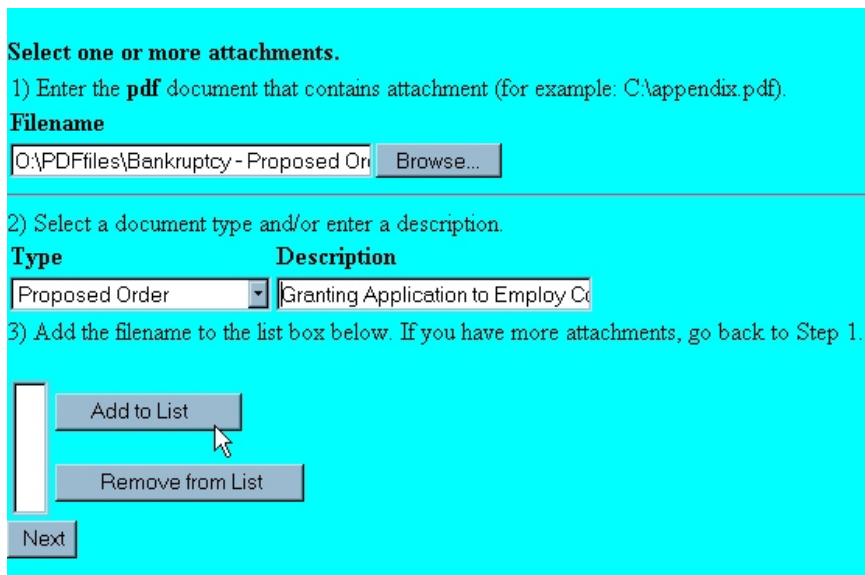
- ◆ Click **Next** to continue.

STEP 7 The **Select the pdf document** screen displays.



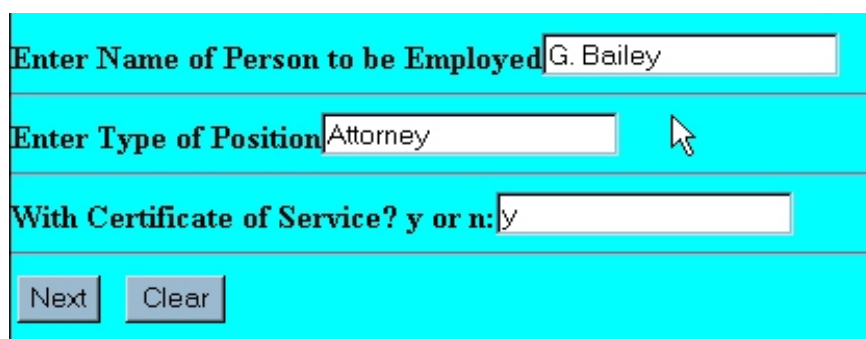
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To **attach the Proposed Order** and other documents:
 - ▶ Click on the radio button next to **'Yes.'**
 - ▶ Click on the **Next** button.

STEP 8 The **Select one or more attachments:** screen appears. All pleading exhibits must be attached at this time.



- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 9 The **Professional Information** screen displays.



Enter Name of Person to be Employed G. Bailey

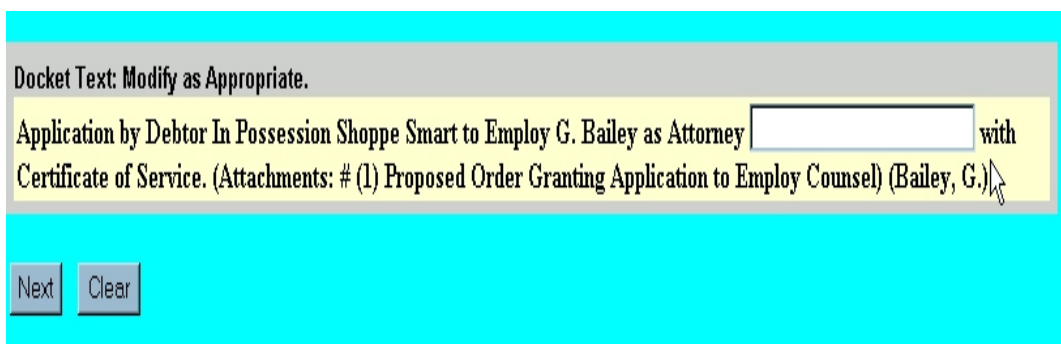
Enter Type of Position Attorney

With Certificate of Service? y or n: y

Next Clear

- ◆ Enter the **Name of the Person to be Employed**.
- ◆ Enter the **Type of Position** (attorney, accountant, etc).
- ◆ Type a lowercase 'y' if your document contains a Certificate of Service.
- ◆ Click the **Next** button.

STEP 10 The **Modify Text** screen displays.



Docket Text: Modify as Appropriate.

Application by Debtor In Possession Shoppe Smart to Employ G. Bailey as Attorney [] with
Certificate of Service. (Attachments: # (1) Proposed Order Granting Application to Employ Counsel) (Bailey, G.)

Next Clear

- ◆ Add additional text as appropriate.
- ◆ Click **Next** to continue.

STEP 11 The **Final Docket Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

Application by Debtor In Possession Shoppe Smart to Employ G. Bailey as Attorney with Certificate of Service. (Attachments: # (1) Proposed Order Granting Application to Employ Counsel) (Bailey, G.)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ If the final docket text is incorrect, click the browser **Back** button to find the screen needed to modify or to abort or restart the transaction, click the **Bankruptcy** hypertext link on the Menu Bar.
- ◆ Click the [Next] button if correct.

STEP 12 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 2/26/2004 at 12:35 PM EST and filed on 2/26/2004

Case Name: Shoppe Smart
Case Number: [2:03-bk-20827](#)
Document Number: [17](#)

Docket Text:
 Application by Debtor In Possession Shoppe Smart to Employ G. Bailey as Attorney with Certificate of Service. (Attachments: # (1) Proposed Order Granting Application to Employ Counsel) (Bailey, G.)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Application to Employ.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1019576470 [Date=2/26/2004] [FileNumber=12005-0] [e0a63b52ba219702c26611e0c9e04f43f61cc7f7b979f8d9656d16b0251962380ca9e95eb4485673a4c72e42781e820546a53fb689134e23195d022ad1a261a3]]
Document description:Proposed Order Granting Application to Employ Counsel
Original filename:O:\PDFfiles\Bankruptcy - Proposed Order.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1019576470 [Date=2/26/2004] [FileNumber=12005-1] [44239f63e0e6dd186a39f81396b546b5edc02c9e0017c52bd242516c3107ca774c8220da93c7db2b16f8b6c90149adeef05ac0998b65e41750cd9276c439e6b]]

2:03-bk-20827 Notice will be electronically mailed to:

GJB Attorney ,

G. J. Bailey atygjb@attorneymail.com, mysecretary@attorneymail.com, myparalegal@attorneymail.com

student1 student1@aol.com, student1-helper@aol.com

2:03-bk-20827 Notice will not be electronically mailed to:

student20